

Commission Meeting

November 25, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MINUTES

Attendance: Christine C. Applegate; Bob Douglas; Jeannie Jacobs; Valerie Lucero; Mildred H. Johnstone; Gloria Lofthus; Connie Massie, and George Russell.

Absent: Paula Brown-Almond

1. PUBLIC COMMENT – None heard

2. CONSENT AGENDA: *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

2.1. APPROVAL OF MINUTES – October 28, 3003 minutes: Amend 3.1 bullet 3 - “year two” not “year tear”; bullet 8 – number of Spanish Resource Guides distributed at Head Start fall festival was 36.

2.2. GENERAL WARRANT REGISTER

2.3. CLAIMS

Commissioner George Russell made the motion to approve the Consent Agenda as well as the October 28, 2003 minutes with amendments, Commissioner Christine C. Applegate seconded, motion carried 6/0 (Commissioners Jeannie Jacobs and Bob Douglas entered after the vote).

3. REGULAR AGENDA:

3.1. INFORMATIONAL: Director’s Report

- Followed up on membership committees recommendations and forwarded Commission information to interested members at large. Director Snider asked that the committee stay after the meeting today to calendar a meeting to review Letters of Interest for membership.
- Kindergarten Teacher Survey results have been compiled and findings were presented at County Administrative Council meeting and were also mailed to Kindergarten Teachers and Elementary School Administrators who were not present. This biannual survey is completed by Kindergarten Teachers countywide and will be used to support ongoing services and will aid in the formulation of future funding.
- Met with Local Child Care Planning Council representatives to review the Child Care Retention Incentive (CRI) grant details, parameters, and reporting requirements. First 5 Tehama is the contracting authority for these funds and the Department of Education will administer the project. This is a 2-year research project ending 6/30/05.
- Met with Northern Valley Catholic Social Service: Upon end of project year fiscal review, completed by NVCSS, an overpayment of \$9,896 was found. Funds will be returned and deposited to support future direct service projects.
- Attended Association meeting in Sacramento: Topics included Evaluation, Annual Report, Media Strategies, Advocacy Efforts, and Public Relations. The Association’s Task Force on “Preschool for All” also provided an update and a California Teachers Association Representative spoke about their Universal Preschool ballot initiative.
- Attended Regional Planning meeting of the North State Executive Director’s of First 5 where Health and Oral Health Access were discussed with Rural Health Care Providers.

- Director Snider distributed the Revenue and Expenditure Report for 2002-03 as submitted as part of our annual reporting to the State Commission. The report shows total funds expended for the 2002-03 program year and funds committed.
- The new First 5 California video ad campaign was made available for review at the end of meeting.

3.2. INFORMATIONAL: Project Updates and Quarterly Reports

Cathy Minicucci presented at meeting the first evaluation report of currently funded programs for the first quarter and summary of funded programs for 2002/03.

GRANTEE.....Child Care Referral and Education
Grant TypeDirect Services
Funding Cycle.....October 1, 2002 – September 30, 2005
Project Coordinator.....Michelle Kinner
Grant Award.....\$240,000.00

Project Description: Informal Caregiver Home Visiting and Training Program. Providing outreach, support and training activities for license-exempt child care providers and Spanish-speaking potential providers through home visits, workshops, technical assistance, media, and community presentations. Will work to increase parents, providers, and community knowledge of the benefits of quality child care, childhood development and healthy and safe home environments with an emphasis on school readiness.

Project Status: Cathy Minicucci, Evaluation Consultant, presented quarterly evaluation reporting findings and discussed results with the Commission.

GRANTEE:.....St. Elizabeth Community Hospital (SECH)
Grant Type:Direct Services Grant
Funding Cycle:February 6, 2002 through January 31, 2004
Project Director:Sue Mitchell
Fiscal Intermediary:Mercy Foundation North
Grant Amount Award:\$157,886.00

Project Description: Perinatal Education Program. Bilingual/bicultural perinatal education program that serves women and parenting teens from prenatal period through six weeks postpartum. "Kits for New Parents" will be utilized to develop curriculum and as a working tool throughout the series. Training of bilingual/bicultural staff for class instruction. Classes include breastfeeding, baby basics, six-week postpartum, childbirth, and water birth classes.

Project Status: Cathy Minicucci, Evaluation Consultant, presented quarterly evaluation reporting findings and discussed results with the Commission. Sue Mitchell, SECH Perinatal Coordinator, reported that they are enjoying higher numbers of support people at trainings; impacting the families in a growing population; and the newspaper article submitted by First 5 Tehama regarding Perinatal Program working with teen parents in Corning, has brought attention to their services and they are receiving requests from various agencies.

3.3. ACTION PLAN UPDATE:

- INFORMATIONAL: Item 1.9 Committee members completed draft survey for Inter-Agency Coordination Council which was reviewed and presented at their meeting on November 18, 2003. Once survey is completed after review and refinement then will be distributed in January; the compiled results will be discussed with the Commission in March or April.

3.4. ACTION: Project Funding Renewal Request (enclosure)

- Year 3 Project Funding Renewal Request: Recommended approval of year three project funding for St Elizabeth Community Hospital's Bilingual/Bicultural Perinatal Education Program for \$92,000.00. This funding includes expansion to teen parents, to Corning, and to Los Molinos and Gerber School Readiness programs. Year 3 plan also includes sustainability efforts for continued funding beyond year three as well as continued expansion in the areas of preventative nutrition, asthma, diabetes, and obesity for children, women, and adults/seniors.

COMMISSIONERS: Connie Massie, Chairperson • Mildred H. Johnstone, Vice Chairperson • Christine Applegate
Paula Brown-Almond • Bob Douglas • Jeannie Early Jacobs • Gloria Lofthus • Valerie Lucero • George Russell

Commissioner Bob Douglas made the motion to approve the Project Funding Renewal Request for the St. Elizabeth Community Hospital's Bilingual/Bicultural Perinatal Education Program for \$92,000.00 as outlined, Commissioner George Russell seconded, motion carried 8/0.

3.5. ACTION: Prequalification Proposal and Request for Proposals (enclosure)

- Recommended approval of Prequalification Proposal (PQP) and revised Request for Proposals (RFP) – revision discussed regarding capital improvements on page 18; also rewording of the amount available per year per individual. Document will be distributed to the public on January 5, 2004 with **PQP submission deadline on February 24, 2004 by 4:00 p.m.** and **RFP deadline on May 5, 2004 by 4 p.m.**

Commissioner George Russell made the motion to approve the Prequalification Proposal and the revised Request for Proposal for Direct Services as submitted with the recommended revisions, Commissioner Jeannie Jacobs seconded, motion carried 8/0.

3.6. INFORMATIONAL: Commissioner Updates

- Commissioner Christine C. Applegate: Child welfare redesign update. Training on the redesign will be available in the next year or two with funding from the foundation.
- Commissioner Connie Massie: Reported that the Corning Medial Center has a client who is volunteering at the Creative Learning Center and has had a great experienced in doing so.
- Commissioner Gloria Lofthus: Reporting increased child care network to 3 and 4 year olds; they are now able to reimburse the Creative Learning Center through stipends.
- Commissioner Bob Douglas: Will ask the Early First Reading program to do a presentation on services and status of project at the January meeting.

3.7. ADJOURN

Next meeting is scheduled for February 24, 2004 – **NO DECEMBER MEETING – JANUARY MEETING CANCELLED.**

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

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